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PURPOSE

To provide guidance on the use of Meritech Automated Handwashing Stations and prevent microbial and physical food contamination from our employees and visitors to ensure good hygiene practices by employees and visitors.

SCOPE

All employees and visitors in areas for production, storage, handling and transportation of food and equipment.

ASSOCIATED DOCUMENTS

- Automated Handwashing Video
- Automated handwashing poster

DEFINITIONS

- **Food Handlers**
Employees who during their work have direct manual food contact, especially employees of food handling areas. Possible staff from other areas, which may occasionally or regularly be employed in food handling areas are also considered food handlers.
- **Visitors**
Persons who enter food production areas of the facility who are not local facility employees
- **Handwashing Area or Hygiene Zone**
The area in which the automatic handwashing station is located.
- **Production Area**
The areas where food assembly occurs or otherwise would require hand or shoe sanitation.

RESPONSIBILITIES

The General Manager, Facility Quality Manager, where applicable, and Process Owners are responsible to ensure all requirements of this procedure are adhered to as required.

PROCEDURE

1. Handwashing

- 1.1.1. All employees or visitors that passes through the hand washing area into a production area must use the Meritech Automated Handwashing Station.
- 1.1.2. To initiate a cycle, stand directly in front of the station and place hands simultaneously into the center of each cylinder.

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- 1.1.3. Hands should be open with fingers loosely spread at a depth so the outer most ring of the water spray covers the wrist. The wash cycle automatically triggers as your hands enter the cylinders.
- 1.1.4. Hands shall be kept in the cylinders for the full duration of the 12-second hand wash cycle. The hand wash cycle will stop automatically.
- 1.1.5. Dry hands with a clean, disposable towel or with a forced air dryer.



Photo 1. Meritech CleanTech® 4000S Automated Handwashing Station w/ Boot Dip

2. Solutions Replacement in a Meritech Automated Handwashing Station

2.1. Removing an Empty Meritech Hygiene Solution Container

- 2.1.1. To remain compliant, systems are only to be used with the specified Meritech Hygiene Solutions.
- 2.1.2. To remove an empty container, disconnect the tubing from the horizontal connection on the top of the bottle for gallon bottle stations. For 2 ½ gallon stations, loosen cap and remove fixed tube assembly from the container.
- 2.1.3. Dispose of container according to local, State, and Federal regulations. Do not refill used containers.

2.2. Installing a New Meritech Hygiene Solution Container

- 2.2.1. Unscrew the protective cap from the solutions container and discard. For gallon bottle stations, insert the cap from the solutions tube assembly bag onto the solutions tube barb. Place this into the solutions container and loosely attach cap onto bottle. For 2 ½ gallon bottle stations, remove protective shipping cap and discard. Place system pickup tube assembly in new container of hygiene solutions and place in left position in the station.
- 2.2.2. Gallon stations, fit the tube from the CleanTech® stations to the horizontal connection of the tube assembly and place the container in the station the lower shelf verifying the tube is not kinked.
- 2.2.3. Double check to make sure the Meritech UltraPure Solution bottles are in the left and center positions (when facing each bay) of the station for gallon

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systems and that the Meritech Selfclean Solution (if a 2000S or 4000S station) is in the far-right container position.

2.2.4. Tighten the cap of the containers verifying that the solutions lines are not kinked.

2.2.5. After installing the new UltraPure Solution containers, trigger a wash cycle and allow the system to aspirate (prime) the solution up to the cylinders.

2.3. Changing the Ultrapure Solution

2.3.1. Ultrapure solutions monitor indicates, "Empty", for gauge stations container is empty. For 2 ½ gallon the Ultrapure LED light bar will be at the bottom and the display on the station will indicate "ULTRAPURE SOL. EMPTY"

2.3.2. Exchange empty Ultrapure Solution container with new full container as indicated in section 2.1 and 2.2.

2.3.3. Run 3-5 hand wash cycles to re-prime the system.

2.3.4. Ultrapure monitor indicates "normal flow", system is ready. 2 ½ gallon stations nothing needs to be done.

2.4. Changing the Selfclean Solution

2.4.1. Selfclean monitor indicates, "Empty", for gauge stations container is empty. For 2 ½ gallon the Selfclean LED light bar will be at the bottom and the display on the station will indicate "SELFCLEAN SOL. EMPTY"

2.4.2. Exchange empty Self-Clean Solution container with new full container as indicated in section 2.1 and 2.2.

2.4.3. Unplug station electrical cord from wall outlet, wait 3 seconds, plug station back in. This will start a "Selfclean" cycle. Allow Selfclean cycle to complete.

2.4.4. Selfclean monitor indicates "normal flow", system is ready. 2 ½ gallon stations nothing needs to be done.

3. **Cleaning**

3.1. Daily:

3.1.1. Footwear Sanitizing Pans:

3.1.1.1. Fully drain footwear sanitizing pan by lifting in the front of the pan allowing all sanitizing water to drain out the back.

3.1.1.2. Carefully pull the pan forward and remove footwear sanitizing pan from the system and disconnect the drain and water inlet hoses from the pan. **(Caution: pulling to hard can break water inlet fittings from pan)**

3.1.1.3. Rinse the pan with water.

3.1.1.4. Clean and scrub the pan to remove and soils and debris, including the underside and drain box.

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- 3.1.1.5. Sanitize the pan with a surface hard surface disinfectant on all surfaces. Follow surface disinfectant manufacturers instructions for proper use of that chemical.
- 3.1.1.6. Rinse that pan with clean water.
- 3.1.1.7. Replace mat or clean mat and reinstall into the sanitizing pan.
- 3.1.1.8. Clean the floor of any debris that has spilled in the cleaning process.
- 3.1.1.9. Place pan back in front of system. If the system is a 4000S make certain the pans are in the correct order (left, center, right) and the sloped ramps are on the left, front, and right.
- 3.1.1.10. Connect the water inlet hose and drain lines.
- 3.1.1.11. Re-prime the pan by pressing the re-prime button on the station till the pan is at the desired water level.
- 3.1.2. Handwashing Stations:
 - 3.1.2.1. Clean and wipe down outer surfaces of handwashing station with hard surface cleaning chemical that is alkaline based to remove water spots. Follow surface disinfectant manufacturers instructions for proper use of that chemical.
 - 3.1.2.2. Wipe dry.
- 3.2. Weekly:
 - 3.2.1. Unplug station electrical cord from wall outlet.
 - 3.2.2. Pour, rub, or spray a hard surface disinfectant into each cylinder and wait 5 minutes for surface disinfectant to work. Follow surface disinfectant manufacturers instructions for proper use of that chemical.
 - 3.2.3. Using a brush, clean the insides of each cylinder with the brush to remove mineral deposits and build up.
 - 3.2.4. Plug station back in to wall outlet. If the system is a is other than a 2000S or 4000S proceed to step 3.2.5. If the system is a 2000S or 4000S the system will perform a "SELCLEAN" cycle. Allow system to perform the "SELCLEAN" cycle.
 - 3.2.5. Start a hand wash cycle to rinse the handwashing station cylinders.
 - 3.2.6. Using the brush, start another hand wash cycle, and scrub each cylinder again while the cylinders are running.
 - 3.2.7. Cycle the handwashing station 3 times to rinse the cylinders of the hard surface disinfectant.
 - 3.2.8. Clean all outer surfaces including the solutions storage area with a cleaning agent that removes mineral deposits.
 - 3.2.9. Polish outer stainless steel surfaces (SST) with SST polish to keep station looking new.
- 3.3. Quarterly:
 - 3.3.1. Unplug station electrical cord from wall outlet.
 - 3.3.2. Clean photo optical sensor lenses with water and a clean soft cloth.

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- 3.3.3. Remove all Meritech Hygiene Solutions bottles. Fill a container with hot water; put the solution pick-up tubes in the hot water.
 - 3.3.4. Let soak for 5 minutes.
 - 3.3.5. Plug station back in to wall outlet. If the system is a is other than a 2000S or 4000S proceed to step 3.3.6. If the system is a 2000S or 4000S the station will perform a “SELFCLEAN” cycle. Allow system to perform the “SELFCLEAN” cycle.
 - 3.3.6. Run 20-30 hand wash cycles to flush the hot water through the soap lines.
 - 3.3.7. Let soak for 15 minutes.
 - 3.3.8. Remove pickup tubes from hot water and run 10 hand washer to remove water from hand wash solution lines.
 - 3.3.9. Unplug station electrical cord from wall outlet, wait 3 seconds, plug station back in. If the system is a 2000S or 4000S, this will start a “SELFCLEAN” cycle. Allow Selfclean cycle to complete. If the system is other than a 2000S or 4000S proceed to step 3.3.10.
 - 3.3.10. Reinstall tubes into solution bottles.
 - 3.3.11. Unplug station electrical cord from wall outlet, wait 3 seconds, plug station back in. If the system is a 2000S or 4000S, this will start a “SELFCLEAN” cycle. Allow Selfclean cycle to complete. If the system is other than a 2000S or 4000S proceed to step 3.3.12.
 - 3.3.12. Run system through (6) hand wash cycles to re-prime solution lines.
- 3.4. As Needed:
- 3.4.1. Replace cylinders when mineral deposits buildup or water splash out becomes excessive. This can be done by a Meritech service technician or ask for the cylinder replacement procedure.
 - 3.4.2. Clean water inlet screens on the hot and cold-water lines when diminished water flow is experienced. This can be done by a Meritech service technician or ask for the cylinder replacement procedure.